



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
(formerly Bengal Engineering and Science University, Shibpur)
HOWRAH – 711 103

No.23F/2017-18/211

Date: 26.02.2018

NOTICE

All Deans, Heads of the Departments/Schools/Centres and Officers are hereby informed that the bills for payment will be received by the Accounts Section upto **12th March, 2018** for the financial year 2017-18.

Bills which will be returned with objection/queries upto **20th March, 2018** will have to be resubmitted by **21st March, 2018** and bills returned on and from **21st March, 2018** will have to resubmit to the Accounts/Audit Section on the **next day of the date of return** after due compliance.

The bills which are completed in all respects following the existing Purchase Rules will only be considered for payment. No advance payment will be given and/or no cheque will be kept as held over under any circumstances.


We solicit cooperation from all sections to complete this process within 31st March, 2018.

All pending advances are adjusted by **16th March, 2018** in order to comply with the provisions of the General Financial Rules, 2017.

Sd/- S. N. Datta
Finance Officer (Actg.)

Copy forwarded for information and necessary action to :

1. All Deans
2. All Heads of the Departments/ Schools /Centres
3. All Professor-in-Charges
4. All Officers
5. Accounts Section / Audit Section
6. Personal Secretary to the Director
7. Sri Sutap Chakraborty
- ✓ 8. Institute Website
9. File Copy.


26/2/18
Finance Officer (Actg.)